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MEMORANDUM FOR: Division Chiefs, Office of Personnel

SUBJECT : Administrative Authorities

1. I believe the attached papers are self-explanatory. The Executive Director-Comptroller asked the DDS for his recommendations on what provisions, if any, of the Foreign Service Act, or any other laws should be adopted in order to provide that Agency employees are accorded as favorable treatment as that received by other Government employees in the areas of travel allowances and employee benefits. The DDS established a task force composed of representatives of the Office of Personnel, Finance, and Logistics to review all pertinent laws, and I have been designated to sit on this group.

2. The only other instruction I received, albeit a most important one, was to get cracking. I haven't yet sorted this thing out, but I do have a couple of thoughts. I believe our charter to review the administrative authorities of other agencies for possible adoption implicitly includes the right to propose new policies and procedures under our own legislation to provide better programs or to rectify recognized problems. Secondly, I would like to tap the expertise of the various Divisions within the DDS services in order to ensure that we conduct as comprehensive a review as possible of problem areas.

3. This will have to be done, however, within a rather tight time frame so that we can be responsive to the DDS without any inordinate delays. Accordingly, I request that each of you provide me within the next week, if possible, a written statement of any proposal or proposals that you may have, structured as follows: summary of each proposal(s); comment (statement of problem and any comparative analyses of situation in other agencies); citation of any legal authorizations processed by any other agencies if known; and your suggested regulatory revisions. It is my intention to request the representatives of the other DDS offices on the task force to survey their areas in a similar manner in order that we can act as a working group from the outset of our proceedings. If you have no suggestions, please provide a negative report.

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Deputy Chief, Plans and Review Staff
Office of Personnel

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